

FIREARMS S.M.E. COMMITTEE

Membership Information - 2012

I. Minimum qualifications - REQUIRED, for the Firearms S.M.E. Committee

- A. Currently certified as a peace officer in the State of Colorado with a minimum of five (5) years experience, or a retired, in good standing certified peace officer who is currently active as a firearms instructor in a Colorado P.O.S.T. approved academy; and
- B. Full skills firearms instructor as defined in P.O.S.T. Rule 23 for a minimum of three (3) years; and
- C. Minimum of two hundred fifty (250) hours of academy instruction time in a P.O.S.T. approved academy as a full skills instructor (firearms); and
- D. Documentation of advanced or continuing training in firearms related topics.

II. Expectations of membership, for the Firearms S.M.E. Committee

- A. **Attendance.** Members must attend a minimum of 60% of the Committee meetings.
- B. **Inspections/test-outs.** Members must assist P.O.S.T. staff with a minimum of two (2) academy inspections or P.O.S.T. test-outs per year.

III. Documents to submit to P.O.S.T., for the Firearms S.M.E. Committee

- A. **Application**
Completed [S.M.E. Application for Membership](#).
- B. **Resume**
Current resume that includes your professional goals, employment, education, training, courses specific to firearms, and professional affiliations.
- C. **Letter of interest**
Letter of interest that describes why you desire to become a member of the Firearms S.M.E. Committee and what you have to offer to P.O.S.T. and the greater law enforcement community. Please address this letter to *Mr. Chairman, Firearms S.M.E. Committee*.
- D. **Agency letter of support**
Letter of support from your Chief Executive Officer (*e.g.*, Chief or Sheriff) or his or her designee stating that the department you represent supports your selection on the Firearms S.M.E. Committee and that you will be afforded the time to actively participate in Committee meetings, test-outs, inspections and activities/assignments. Please request that your C.E.O. address this letter to the *P.O.S.T. Director*. P.O.S.T. prefers that you include this letter with your application materials. However, your C.E.O. may mail this letter to the P.O.S.T. Director if he or she prefers.

E. Lesson plan/course of fire

Submit a firearms training lesson plan and a course of fire that you have developed and used, including any handouts and test materials.

F. Training/certificates

1. Certificate of completion from a relevant approved skills instructor training program. *I.e.*, forty (40)-hour basic firearms instructor program; and
2. Certificate of completion from an approved forty (40)-hour instruction methodology program (a.k.a. Intro. to Instruction, Train the Trainer); and
3. Documentation to substantiate completion of a minimum of two hundred fifty (250) hours of instructional experience as a full skills instructor (firearms) at a Colorado P.O.S.T. approved academy; and
4. A comprehensive list of training classes including copies of training certificates that you have completed **and** that are relevant to the Firearms S.M.E. Committee. Please do **not** submit copies of certificates from all training you have ever attended.

NOTE: Please make sure the documents you submit substantiate that you meet the required minimum qualifications for membership as referenced in Paragraph I.

IV. Application guidelines for the Firearms S.M.E. Committee

- A. Submit the completed application and requested documents to P.O.S.T. at the address listed on the [S.M.E. Application for Membership](#).
- B. Applications are accepted continuously, but are reviewed only during regularly scheduled S.M.E. meetings. In order for an application to be reviewed at a regularly scheduled meeting, the completed application and all requested documents must be **received** at P.O.S.T. by 5:00 p.m. at least seven (7) calendar days prior to the date of the meeting.
- C. Regularly scheduled meeting dates for the S.M.E. committees are listed on the [P.O.S.T. website](#), or you may contact P.O.S.T. to inquire about upcoming meeting dates.
- D. After your application has been reviewed by the Firearms S.M.E. Committee, you will be notified of the status of your application within approximately two (2) weeks from the date that your completed application was reviewed. Also, you may be invited to appear in person for an interview with the Committee before a final decision is made regarding your application.

V. Important notes

- A. Only one person per agency may serve as a member of the Firearms S.M.E. Committee at any one time.
- B. Anyone who is interested in applying for membership on the Firearms S.M.E. Committee is welcome to attend a regularly scheduled meeting *prior* to submitting an application. As a courtesy to P.O.S.T. and the Committee and for scheduling purposes, please contact

P.O.S.T. at least one week prior to the meeting and provide your name and the date of the meeting you plan to attend.

- C. For additional information regarding S.M.E. Committees and membership, please refer to the [P.O.S.T. website](#). You may also contact P.O.S.T. at phone (303) 866-5692 or via e-mail, post@state.co.us .

Thank you for your interest in applying for membership on the Firearms S.M.E. Committee.